



Dept. of Health Employment Opportunity

Department of Health ♦ Personnel Office ♦ 1250 Punchbowl St., Room 122 ♦ Honolulu, HI 96813

Opening Date: March 16, 2003

LAST DAY TO FILE APPLICATIONS: CONTINUOUS UNTIL NEEDS ARE MET

RESEARCH STATISTICIAN III & IV - Recruit No. 03X006

Downtown & Ewa, Oahu, Temporary
\$2,886(SR-20) - \$3,122(SR-22) per month

◆ **JOB DUTIES**

Responsible for data collection, data entry, data analysis and report preparation.

Qualification Summary

You Must Have:

1. a bachelor's degree which includes statistics; and
2. 1½ - 2½ years experience in research statistical survey work which included applying statistical theory and method of moderate to difficult complexity.

Allowable substitutions for these requirements are described in the *Minimum Qualification Requirements*.

◆ **MINIMUM QUALIFICATION REQUIREMENTS**

To qualify, you must meet *all* of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

1. **Education Requirement:** Applicants must have successfully completed one of the following:
 - A. A full four-year course leading to a bachelor's degree in an accredited college or university which has included three (3) semester hours in statistics and fifteen (15) additional semester hours in an appropriate field, e.g., the physical or biological sciences, agriculture, medicine, education or engineering; or in the social sciences including demography, history, economics, social welfare, geography, international relations, social or cultural anthropology, sociology, political science, public administration, business administration, psychology, etc.
 - B. Four (4) years of progressively responsible experience in administrative, professional, investigative, technical or other responsible work which demonstrated that the applicant is able to assimilate and analyze data to arrive at sound solutions to problems and which includes evidence of professional statistical work (see paragraphs below).
 - C. Courses as given in A above, plus additional appropriate experience as described in B or education which when combined with these courses, will total four (4) years of education and experience and give the applicant a technical knowledge comparable to that which would have been acquired through successful completion of a full four-year course.

The experience described in paragraph B above should include evidence of professional statistical work such as (a) sampling; (b) collecting, computing, and analyzing statistical data; (c) applying statistical methods to data collection or processing, or in the establishment and operation of data collection systems; (d) applying known statistical techniques to data such as measurement of central tendency, dispersion, skewness, sampling error, simple and multiple correlation, analysis of variance and tests of significance.

(See Information on Back)
"An Equal Opportunity Employer"

Without other indication of professional statistical experience, work in the processing of numerical or quantified information by other than statistical methods is not considered appropriate qualifying experience. Examples of such nonqualifying work include statistical clerical work; statistical drafting; work requiring the calculation of totals, averages, percentages or other arithmetic summations; work involving the preparation of simple tables or charts; work requiring the verification of data by simple comparison or proofreading.

2. Specialized Experience Requirement:

Level III: 1½ years of research statistical survey work which included applying statistical theory and method in planning surveys and developing questionnaires, planning tabulations, preparing cost studies or planning editing procedures related to statistical projects of some scope and moderate complexity.

Level IV: 2½ years of research statistical survey work which included applying statistical theory and method to the planning, establishment and operation of comprehensive data collection systems, including all phases of collection, editing, processing, and publishing of complex and extensive statistical data. The capacity to plan and coordinate statistical survey activities of considerable difficulty, breadth and complexity is required.

3. Substitution of Graduate Study for Experience: Successful completion of graduate study at an accredited college or university which included at least one graduate course in research methods and techniques or in advanced statistics may be substituted for experience to the extent indicated below:

- (A) Each full year (30 semester hours or 45 quarter hours) of graduate study in an appropriate field, as described in the Education Requirement, for one year of Specialized Experience.
- (B) The completion of all requirements for the Ph.D. degree in statistics or in any of the appropriate subject-matter field, including the thesis, may be substituted for all of the experience required for the Research Statistician IV level.

HOW TO FILE: Submit applications in person or by mail to
Department of Health
Personnel Office - Room 122
1250 Punchbowl St.,
Honolulu, HI 96813.

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office.

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's notice of examination results and eligibility card.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, i.e. filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on. A residency information sheet is available upon request.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

EXAMINATION: The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4517 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Department of Health. This must be done within 10 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Health at the address listed on the front of this announcement. Your letter requesting the administrative review must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the ten day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Health, you may appeal to the State Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to: State Merit Appeals Board, c/o Director, Department of Human Resources Development, 235 S. Beretania St., Suite 1400, Honolulu, HI 96813-2437.

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

FILING AN ADMINISTRATIVE REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.